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Interim Chief Executive Officer

County of Los Angeles
CHIEF EXECUTIVE OFFICE

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"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
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Fifth District

March 24, 2015


The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

17 March 24, 2015


PATRICK OZAWA
ACTING EXECUTIVE OFFICER

**PUBLIC INFORMATION OFFICE AND
BOARD AUDIO CONTROL ROOM REFURBISHMENT PROJECT
CATEGORICAL EXEMPTION
ESTABLISH CAPITAL PROJECT
APPROVE CAPITAL PROJECT AND PROJECT BUDGET
CAPITAL PROJECT NO. 86990
(FIRST DISTRICT)
(3 VOTES)**

SUBJECT

Approval of the actions will find the Public Information Office and Board Audio Control Room Refurbishment Project categorically exempt from the provisions of the California Environmental Quality Act; establish the capital project; approve the Project and budget; and authorize the Director of Internal Services to deliver the Project.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the Public Information Office and Board Audio Control Room Refurbishment Project categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Establish Capital Project No. 86990 renaming the Press Room/County Channel Facility Refurbishment Project to Public Information Office and Board Audio Control Room Refurbishment Project.

3. Approve the proposed Public Information Office and Board Audio Control Room Refurbishment Project, Capital Project No. 86990 with the total estimated Project budget in the amount of \$2,625,000, which is fully funded by prior year net County cost.
4. Authorize the Director of the Internal Services, or his designee, to manage, implement, and deliver the Project utilizing Board-approved Job Order Contracts and Internal Services Department's Crafts Services staff; and execute consultant agreements, its amendments and supplements related to the proposed Project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the proposed Public Information Office and Board Audio Control Room Refurbishment Project (Project) exempt from the California Environmental Quality Act (CEQA), and authorize the Internal Services Department (ISD) to complete the proposed Project using consultants, Board-approved Job Order Contractors (JOC), and County staff.

The proposed Project is located at the Kenneth Hahn Hall of Administration (KHHA), 500 West Temple Street, in the City of Los Angeles. The proposed Project will include renovation of the existing Public Information Office (PIO) - Room 358; conversion of the current Media Room – Room 383 into an accessible restroom; and extension of the Audio Communications Shop, also known as the Board Audio Control Room (ACR) – between Room 479A & B.

PIO refurbishments will include interior renovations to reconfigure the work space for better functionality and more efficient use of the existing area to accommodate additional staff, and to better serve the public. In addition, the proposed Project will include paint, carpet, door and window shade replacement, ceiling tiles and efficient light fixtures upgrade, as well as the installation of a kitchenette. A new multipurpose conference room will also be added to serve not only as meeting space, but will serve the Board of Supervisors as a press conference area, or radio/television interview room, and replace the current media room, which will be converted into an accessible restroom.

The current Media Room located behind the Board Hearing Room is underutilized due to the size of the room. It will be relocated to the multipurpose conference room in the PIO. The existing Media Room will be converted to an accessible restroom to comply with Americans with Disabilities Act (ADA). The proposed accessible restroom provides for additional restrooms for use by staff and guests of the Board that is in close proximity to the Board Hearing Room.

The proposed extension of the ACR room into 479A consists of the creation of a new opening between the existing ACR and 479A for increased air flow and ventilation, and an upgrade of electrical and mechanical systems to comply with safety standards in the ACR. The extension to the neighboring unoccupied office will also be used to house audio control equipment, servers, the County Channel playback system, an editing bay, work bench space, and office space.

Design of the proposed Project will be carried out through an ISD Board-approved as-needed architectural/engineering (A/E) design services agreement. Upon completion of design and jurisdictional approvals, ISD will deliver the proposed Project using a Board-approved JOC and ISD's Crafts Services staff to expedite the refurbishment.

The purchase and installation of equipment, such as televisions, lighting, computers, etc., in the PIO and ACR room will be funded separately through revenues in cable-related trust funds.

Implementation of Strategic Plan Goals

The recommendations support the Board approved County Strategic Plan Goals of Operational Effectiveness/Fiscal Sustainability (Goal 1), by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service.

Green Building/Sustainable Design Program

The proposed Project will support the Board's Green Building/Sustainable Design Program by incorporating design features that will optimize energy efficiency.

FISCAL IMPACT/FINANCING

The total Project cost for the proposed Project is currently estimated at \$2,625,000, which includes plans and specifications, plan check, construction, change orders, civic art, consultant services, miscellaneous expenditures, and County services. The Project Schedule and Budget Summary are included in the Attachment.

The Project is fully funded by prior year net County cost.

Operating Budget Impact

Based on the proposed Project description, the Chief Executive Office (CEO) does not anticipate any one-time start-up or ongoing costs resulting from the proposed Project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

ISD will carry out design using a Board-approved, as-needed A/E design services agreement. The agreement contains terms and conditions supporting the Board's ordinances, policies, and programs, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence (GAIN) and General Relief Opportunities for Work (GROW) Programs; Board Policy No. 5.060, Reporting of Improper Solicitations; Board Policy No. 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy No. 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law). As required by the Board, language has been incorporated into the proposed Project contract documents stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

A JOC contract, previously approved by the Board and approved in form by County Counsel, will be used for all interior tenant improvements.

In accordance with the Board's Civic Art Policy adopted on December 7, 2004, and amended on December 15, 2009, the proposed Project budget includes 1 percent of construction costs to be allocated to the Civic Art Fund.

On June 24, 2013, the Board authorized the CEO to prepare and execute contracts, and make other expenditures on behalf of the County of Los Angeles for activities or programs involving the government programming channel and other County multimedia operations.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from CEQA. The proposed work includes interior alteration, renovation, and refurbishment of an existing facility, as well as installation of small equipment and conversion of existing small structures from one use to another with no external impacts. Therefore, the work is within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15301(a) and (f) and 15303 and Classes 1(d) and 3(c), (d), and (i) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. There will be no expansion of existing uses at the KHHOA. In addition, the proposed Project is not located in a sensitive environment and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

Upon the Board's approval of the proposed Project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

A Board-approved as needed A/E contract will be used to complete the design and will be used to provide construction administration services. A previously approved JOC will be used for the performance of the refurbishment services.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

The acquisition of material and installation services of the modular furniture is a commodity purchase under the statutory authority of the Purchasing Agent. The purchase will be requisitioned through and accomplished by the Purchasing Agent in accordance with the County's purchasing policies and procedures.

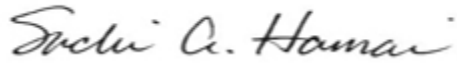
IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed Project specifications will have no impact to the delivery of County services at this facility; however, closures to portions of the offices will be coordinated with department staff to minimize disruption to County services. PIO staff will be relocated to an underutilized CEO space within the KHHOA and will continue to provide public information services in the Office of Protocol in Room 375.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities and Asset Management Division; and the Internal Services Department.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sachi A. Hamai".

SACHI A. HAMAI

Interim Chief Executive Officer

SAH:TT:BMB

CY:CF:rp

Enclosures

c: Executive Office, Board of Supervisors
County Counsel
Internal Services

ATTACHMENT

**PUBLIC INFORMATION OFFICE AND
BOARD AUDIO CONTROL ROOM REFURBISHMENT PROJECT
CATEGORICAL EXEMPTION
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CAPITAL PROJECT NO. 86990**

I. PROJECT SCHEDULE

| Project Activity | Scheduled Completion Date |
|--|----------------------------------|
| Board Approval | 03/24/2015 |
| Plans and Specifications/Design | |
| Bathroom Remodel | 2/27/2015 |
| Public Information Office & Board Audio Control Room | 5/29/2015 |
| Jurisdictional Agency Review | |
| Bathroom Remodel | 4/3/2015 |
| Public Information Office & Board Audio Control Room | 8/31/2015 |
| Job Order Contract/Work Order Authorization | |
| Bathroom Remodel | 4/17/2015 |
| Public Information Office & Board Audio Control Room | 10/1/2015 |
| Substantial Completion | |
| Bathroom Remodel | 5/15/2015 |
| Public Information Office & Board Audio Control Room | 4/30/2016 |
| Project Completion/Final Acceptance | |
| Bathroom Remodel | 5/29/2015 |
| Public Information Office & Board Audio Control Room | 5/31/2016 |

II. PROJECT BUDGET SUMMARY

| Project Activity | Proposed |
|--|---------------------|
| Land Acquisition | |
| Construction | |
| Job Order Contract (including change orders/contingency) | \$ 1,010,507 |
| Modular Furniture | \$ 124,000 |
| Departmental Crafts | \$ 336,687 |
| Construction Consultants | |
| Infrastructure for equipment | \$ 20,000 |
| Civic Arts | \$ 20,041 |
| Subtotal | \$ 1,511,235 |
| Programming/Development | |
| Plans and Specifications | \$ 219,575 |
| Consultant Services | |
| Engineering Services | |
| Material Testing | \$ 4,500 |
| Hazardous Materials | \$ 33,750 |
| Construction Management / Gordian Group | \$ 29,310 |
| Construction Administration | |
| Environmental/Hygienist | \$ 15,000 |
| Move Management | \$ 50,000 |
| Subtotal | \$ 132,560 |
| Miscellaneous Expenditures | |
| Jurisdictional Review/Plan Check/Permit | \$ 190,515 |
| County Services | |
| Quality Control Inspection (including Code Compliance) | \$ 115,000 |
| Design Review/Design Services | |
| Contract Administration | |
| Project Management | |
| Project Management Support Services | |
| ISD Job Order Contract Management | \$ 335,460 |
| Job Order Contract Management | |
| ISD Communications/Data | \$ 106,000 |
| Project Security | |
| Project Technical Support | |
| ISD Countywide Contract Compliance | \$ 14,655 |
| Subtotal | \$ 571,115 |
| TOTAL | \$ 2,625,000 |